



37.5 hours	Assistant Appraiser	Job Description
Direct Report	Regional Director of Assessment/Appraiser	Grade F \$49,608 – \$61,698
Department	Finance	FLSA Non-Exempt
Division	Assessing	Bargaining Unit Non- Union
Date	July 2015	Location Town Hall

Summary

The Assistant Appraiser performs a variety of responsible administrative, technical, and clerical work performing field inspections, valuation of real property, and assisting the Regional Director of Assessment, Appraiser, the Board of Assessors, and other staff in carrying out the requirements of the Assessment Division.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Conducts interior / exterior inspections of all residential and commercial real property that experience physical changes due to new construction, fire or demolition, or any other permitted work.
2. Devotes a substantial amount of time performing the physical tasks related to the inspection, measurement and photography of structures.
3. Spends a considerable amount of office time performing the related tasks of drawing building sketches, examining building plans, recording data on property record cards and computer data entry.
4. Under the direction of the Director of Assessing, selects and applies complex appraisal techniques that are applicable and necessary for the accurate and defensible determination of property values.
5. Assists in the preparation of support documentation to defend values at the Appellate Tax Board.
6. Develop and execute cyclical inspection program in accordance with the prevailing state guidelines.
7. Provides support to office staff in the areas of motor vehicle and boat excise, tax exemption, personal property and office coverage.
8. Tracks all valuation and class code changes for the determination of new growth.
9. Reviews 3ABC forms for charities.
10. Review and data entry of forms of list for personal property accounts.
11. Review and data entry of income and expense data obtained in accordance with MGL C.59 s38D.
12. Conducts Sales Verification Program, including mailings and inspections, on a quarterly basis.
13. Conducts research and data entry on deeds and property transfers.
14. Primary maintenance of Assessing GIS system.
15. Responds to inquiries regarding property valuation.
16. Assists with the receipt, data entry, inspection and tracking of abatement requests.
17. Maintains confidential data relative to Statutory Exemptions.
18. Performs other related duties as required, directed or as the situation dictates.

Peripheral Duties

1. Maintains current knowledge of sales trends and market conditions to assists in the sales analysis for revaluation purposes.

Supervisory Responsibility

The Assistant Appraiser may have some supervisory responsibility of office staff in the absence of the Director.

Competencies

Personal Effectiveness	Credibility /Confidentiality	Thoroughness & Attention to Detail
Collaborative Skills	Communication Proficiency	Discernment/Judgment
Technical Knowledge	Problem Solving	Planning & Organizing



Assistant Appraiser, Cont.

Work Environment

Some work is performed in a typical office environment. The majority of work is performed outside in all weather conditions and involves exposure to wet, cold, or humid conditions. The noise level is usually moderately quiet in the office and moderate to loud in the field.

Physical Demands

While performing the duties of this job, the employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, and talk or hear. The employee is occasionally required to walk, stand, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. This position requires manual dexterity and motor skills necessary to move through and about properties in various stages of completeness, requiring balance, sure-footedness, and equilibrium. Physical effort is required in visiting parcels and inspecting construction sites and other properties. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week, Monday, Wednesday, Thursday 7:30 AM to 5:00, Tuesday 7:30 AM to 7:00 PM

Minimum Qualifications

1. Graduation from an accredited college or university with a Associate's Degree in Business or a closely related field and
2. Minimum of two (2) years of progressively responsible experience in a real estate or building construction environment, preferably in assessment or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

1. Valid Massachusetts State Driver's License or ability to obtain one;
2. Must have own vehicle in satisfactory condition to use for Town field work;
3. Massachusetts Accredited Assessors Certification or IAAO equivalent;

Additional Knowledge, Skills and Abilities

1. Knowledge of real property appraisal methods and procedures and Mass General Laws relating to municipal finance and property assessment for tax purposes;
2. Ability to make changes to the Town's property inventory data base.
3. Working knowledge of construction practices and procedures;
4. Familiarity with real estate styles, materials, and methods of construction;
5. Aptitude for working with numbers and detail;
6. Ability to learn appraisal methods and formulas;
7. Working knowledge of data processing applications and operation, including data input;
8. Ability to maintain confidential information
9. Working knowledge of legal documents relating to property transfer;
10. Working knowledge of local real estate markets, its history and current trends;
11. Ability to communicate effectively, orally and in writing;
12. Ability to work independently in the field;
13. Ability to exercise judgement and initiative according to prescribed procedures and guidelines;



Assistant Appraiser, Cont.

14. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, outside agencies, business owners, property owners and the public;
15. Skill in the operation of computers and assigned software, including Microsoft Office and various internet based technologies for assessing department operations such as deed procurement and sales review including AssessPro software CAMA System and MUNIS financial software;
16. Skill in the operation of all required tools and equipment including office equipment, measuring tape, map book, digital camera (required to photograph property for field card records), mobile radio and micro-computing device;
17. Proficient statistical and analytical abilities.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____